

MEMORANDUM FOR: Director of Central Intelligence
THROUGH: Deputy Director (Support)
SUBJECT: Example of Properly Prepared Correspondence For
Approval or Disapproval of the DCI

1. This memorandum is presented as an example of correspondence properly prepared for approval (or disapproval) by the Director of Central Intelligence and showing distribution as made from the office of the final approving official.

2. It is recommended that Management Staff publish an appropriate amendment and exhibit to [REDACTED] Correspondence Handbook.

STATINTL

JAMES A. GARRISON
Director of Logistics

CONCURRENCES:

Chief, Management Staff

Date

Director of Training

Date

EXHIBIT 1
(12 December 1955)

SUBJECT: Example of Properly Prepared Correspondence For Approval
or Disapproval of the DCI

CONCURRENCES:

Deputy Director (Support)

Date

The recommendation in paragraph 2 is
Approved ~~Disapproved~~;
CAPS ← → CAPS

Date

ALLEN W. DULLES
Director

Distribution:

Orig. - C/MgtS

1 - DCI

1 - Exec. Reg.

2 - DD/S

1 - D/T-7

1 - ~~OL/AS~~

1 - OL/AS

1-D/hog
STATINTL

OL/AS/R&S: [REDACTED]:vhm/4137 (12 Dec 55)

only reason for this added distribution is that
we are obliged to tell the chief of the office
what his boss has decided to do with
his request. The other way, the Indians
would be advised of the policy or action
taken before he was, Channels, you know!!